

Message Text

PAGE 01 STATE 076306

66

ORIGIN ARA-20

INFO OCT-01 ISO-00 ABF-01 /022 R

DRAFTED BY ARA/MGT/FM:GJKRIEGER:HNB

APPROVED BY ARA/MGT/FM GEORGE J. KRIEGER, JR.

----- 076108

P 152144Z APR 74

FM SECSTATE WASHDC

TO AMEMBASSY KINGSTON PRIORITY

UNCLAS STATE 076306

E.O. 11652: N/A

TAGS: AFSP

SUBJECT: SHARED ADMINISTRATIVE SUPPORT

REF: STATE 042433, 045003, 041455, 022844

FROM ARA/MGT/FM

1. TO ENABLE THE EMBASSY TO PREPARE AND SUBMIT A USEFUL SAS INCREASE/DECREASE STATEMENT, THE BUREAU IS HEREWITH FURNISHING DATA, INFORMATION AND GUIDELINES RELATIVE TO THIS REQUIREMENT.

2. FYI, MOST GOING RATE STATEMENTS, SUBMITTED APPROXIMATELY NINE MONTHS AGO COVERING ESTIMATED FY 1974 SHARED OPERATING EXPENSES, WERE SUBJECTED TO DRASTIC DOWNWARD ADJUSTMENTS IN WASHINGTON. THE ONLY REASON FOR THIS ACTION WAS THE BUREAU'S INABILITY TO CONTRIBUTE ITS SHARE OF THE OVERALL COSTS. THE PRINCIPAL CATEGORIES OF EXPENSE AFFECTED BY THESE ADJUSTMENTS WERE ALL EQUIPMENT AND RELATED FREIGHT AND RATHER ARBITRARY CUTS TO ON GOING ACTIVITIES WHICH WERE CALLED QUOTE GENERAL REDUCTIONS UNQUOTE.

3. SINCE SUBMISSION AND REVIEW OF THE GOING RATE STATEMENT, MOST POSTS HAVE REPORTED SIGNIFICANT REQUIREMENTS FOR WAGE AND PRICE INCREASES. IN MANY INSTANCES, THESE COSTS WERE NOT COVERED EITHER BY THE GOING RATE STATEMENT OR SUBSEQUENT UNCLASSIFIED

PAGE 02 STATE 076306

INCREASE/DECREASE STATEMENTS.

4. ALSO, THE BUREAU BELIEVES THE WORKLOAD STATISTICS RECENTLY PREPARED IN DRAFT BY POSTS IN CONNECTION WITH THEIR FY 1975 SAS SUBMISSION (SEE STATE 041455) WILL SUGGEST

SIGNIFICANT QUOTE CHANGE IN LEVEL OF SERVICE UNQUOTE FROM
THE ORIGINAL GOING RATE SUBMISSIONS.

5. THE TERM QUOTE APPROVED BY IARS UNQUOTE IS REFERRED TO
IN SEVERAL INSTANCES ELSEWHERE IN THIS MESSAGE. THE BUREAU
IS USING THIS TERM TO INDICATE THE AMOUNTS AGREED UPON AT
THE SAS INTER-AGENCY REVIEW SESSIONS HELD LAST FALL. IN
SOME CASES IT ALSO MEANS THAT PORTION OF RECENT INCREASE/
DECREASE STATEMENTS SUBMITTED WHICH THE BUREAU FEELS WILL
BE AGREED UPON WHEN PRESENTED TO IARS.

6. THE STATUS OF EMBASSY'S OFFICIAL SAS REQUESTS TO DATE
IS AS FOLLOWS:

.....	APPROVED			
.....	REQUESTED	BY IARS	DIFFERENCE	
GOING RATE STATEMENT	281,976	271,221	-10,755	
INCREASE/DECREASE NO. 1	8,500	8,000	- 500	
TOTAL.....	290,476	279,221	-11,255	

7. THE DIFFERENCE COLUMN ABOVE IS MADE UP OF THE FOLLOW
ING:

A. ALL EQUIPMENT AND RELATED FREIGHT.....	- 4,048
B. GENERAL REDUCTIONS TO THE BASE.....	- 4,317
C. POST ALLOW. DISCONTINUED 8/5/73.....	- 2,890
TOTAL.....	-11,255

NOTE: THERE ARE NO SPECIFICS THAT THE BUREAU IS ABLE TO
CONVEY REGARDING THE GENERAL REDUCTION. THE EMBASSY IS
FREE TO RELATE THIS TO THE REDUCTIONS WHICH MAY HAVE
BEEN SPELLED OUT ON ITS DECEMBER SPECIAL FINANCIAL PLAN
SUBMISSION, SCHEDULES III, IV AND V.

8. BASED ON IARS'S ACTION AND YOUR CURRENT SHARED ALLOT-
MENT, THE FOLLOWING COMPARISON INDICATES THE MINIMUM DOLLAR
UNCLASSIFIED

PAGE 03 STATE 076306

AMOUNT OF THE INCREASE/DECREASE STATEMENT WHICH SHOULD NOW
BE PREPARED AND SUBMITTED AS RAPIDLY AS POSSIBLE:

.....	APPROVED	CURRENT	DIFFER-
.....	BY IARS	ALLOTMENT	ENCE
LOCAL WAGE INCREASES.....	7,600	7,070	- 530
PRICE INCREASES.....	200	4,974	4,775
ANTI-TERRORISM.....	-	5,624	5,624
PROCEEDS OF SALE.....	-	1,002	1,002
EQUIP AND RELATED FREIGHT...	-	-	-
GUANTANAMO FLIGHTS.....	-	10,800	10,800
KINDERGARTEN ALLOWANCES.....	-	-	-
EXTRAORDINARY TERMINATION COSTS	-	-	-
ALL OTHER.....	271,421	253,530	-17,891

TOTAL..... 279,221 283,000 3,779

NOTE: MOST OF THE DESCRIPTIVE ITEMS, I.E. LOCAL WAGE INCREASES, PRICE INCREASES, ETC. SHOWN AS CURRENT ALLOTMENT ABOVE CAN BE RECONCILED WITH THE SPECIAL EXPENSE ITEMS REFLECTED ON YOUR LATEST DS-150 ADVICE OF ALLOTMENT. EXTRAORDINARY TERMINATION COSTS REFERRED TO ABOVE RELATE TO SEVERANCE PAY AND TERMINAL LEAVE PAYMENTS INCIDENTAL TO ALL SHARED LOCAL POSITIONS WHICH HAVE BEEN ABOLISHED WITHIN THE PAST SIX MONTHS.

9. ACCORDING TO PARA 8 OF THIS MESSAGE, AN INCREASE/DECREASE STATEMENT IS NOW DUE IN THE AMOUNT OF AT LEAST DOLS 3,779. THE FIGURE WILL PROBABLY BE GREATER BASED ON THE EMBASSY'S EVALUATION OF ITS ANTICIPATED FINAL FY 1974 SHARED ALLOTMENT LEVEL. SEE STATE 041455, PARA 2. IN OTHER WORDS, ADD TO YOUR CURRENT ALLOTMENT, ANTICIPATED WAGE AND PRICE INCREASES FOR THE BALANCE OF THE YEAR, MINIMUM REPLACEMENT EQUIPMENT REQUIREMENTS, UNFUNDED ANTI-TERRORISM MEASURES AND OTHER UNFUNDED MANDATORY REQUIREMENTS.

10. TO COMPLY WITH PARA 3 OF STATE 042433, IT IS SUGGESTED THAT A SPECIAL SECTION OF THE INCREASE/DECREASE STATEMENT BE DEVOTED TO PRICE INCREASES. LEAD-OFF WITH A ONE LINE ENTRY DEDUCTING ALL PRICE INCREASES CURRENTLY APPROVED BY IARS. SUBDIVIDE REMAINDER OF SECTION BY IMPLEMENTED UNCLASSIFIED

PAGE 04 STATE 076306

PRICE INCREASES FROM JULY 1, 1973 TO DATE AND ANTICIPATED PRICE INCREASES FOR THE MONTHS OF MAY AND JUNE. UNDER EACH HEADING, DESCRIBE IN DETAIL EACH PRICE INCREASE GIVING PREVIOUS TOTAL COST FOR ITEM, PERCENT OF INCREASE, EFFECTIVE DATE OF INCREASE AND FY 1974 COST. FY1, PREVIOUS SUBMISSIONS BY POSTS ON THIS SUBJECT, I.E. THE DECEMBER SPECIAL FINANCIAL PLANS, WHICH WERE NOT IN THE AIRGRAM SAS INCREASE/DECREASE CHANNEL, ARE NOT AVAILABLE TO ALL THE VARIOUS AGENCIES REPRESENTED ON IARS.

11. LOCAL WAGE SCHEDULE REVISION COSTS INCLUDING BONUSES NOT AUTHORIZED PRIOR TO JULY 1, 1973 SHOULD BE HANDLED IN THE SAME MANNER AS PRICE INCREASES. INCLUDE EFFECTS OF WAGE INCREASE ON OTHER EXPENSE CATEGORIES SUCH AS CIVIL SERVICE RETIREMENT, MISCELLANEOUS BENEFITS, OVERTIME, INCREASED COST FOR PROMOTIONS, PERIODIC STEP INCREASES, ETC. ALSO INDICATE WHETHER OR NOT WAGE INCREASE WAS A RESULT OF A HOST GOVERNMENT DECREE.

12. GENERALLY, ITEMS INCREASING OR DECREASING GROSS SHARED REQUIREMENTS WHICH ARE REFLECTED ON THE INCREASE/DECREASE STATEMENT SHOULD BE DISTRIBUTED TO PARTICIPATING AGENCIES

BASED ON THE ORIGINAL GOING RATE PERCENTAGES EXCEPT FOR ANTI-TERRORISM MEASURES AND PROCEEDS OF SALE WHICH ARE TO BE CHARGED 100 PERCENT TO STATE BASIC. OF COURSE, ITEMS WHICH BENEFIT ONE OR MORE AGENCIES IN SUCH A WAY THAT THE STANDARD PERCENTAGES ARE NOT EQUITABLE SHOULD CONTINUE TO BE HANDLED AS SPECIAL EXPENSE ITEMS. IN SUCH CASES, PLEASE FOOTNOTE THE ITEM AND EXPLAIN THE BASIS FOR DISTRIBUTION.

13. A FINAL SECTION OF THE INCREASE/DECREASE STATEMENT SHOULD BE DEVOTED TO CHANGE IN LEVEL OF SERVICE. THIS WILL BE BASED ON A COMPARISON OF FORMS SAS-2, 4, 5 AND 6 SUBMITTED APPROXIMATELY NINE MONTHS AGO WITH THE DRAFT COPIES OF THE SAME NUMBERED FORMS PREPARED RECENTLY IN CONNECTION WITH THE FY 1975 SAS ESTIMATES. SEE STATE 041455, PARA 3. SIGNIFICANT DIFFERENCES BY AGENCY SHOULD BE ANALYZED AND EXPLAINED IN TERMS OF TYPE OF WORKLOAD, I.E. INCREASED OR DECREASED TELEGRAPHIC USAGE, VOUCHERS PROCESSED, SUPPLIES ISSUED, ETC. A SEPARATE STATEMENT FOR EACH AGENCY IS RECOMMENDED ACCOMPANIED BY A PLUS OR UNCLASSIFIED

PAGE 05 STATE 076306

MINUS DOLLAR AMOUNT. THE TOTAL PLUSES OR MINUSES FOR THE VARIOUS AGENCIES MUST TOTAL ZERO. THIS IS VERY IMPORTANT.

14. IT WILL BE HELPFUL TO THE BUREAU, IF ITEMS REQUIRING AN ALLOTMENT INCREASE ARE LISTED UNDER A SPECIAL HEADING ENTITLED ALLOTMENT INCREASES REQUESTED. THIS DOES NOT APPLY TO WAGE AND PRICE INCREASE ITEMS OF THIS NATURE SINCE PARAGRAPHS 10 AND 11 OF THIS MESSAGE MAKES SPECIAL PROVISION FOR ANTICIPATED WAGE AND PRICE INCREASES.

15. SEVERAL POSTS HAVE EXPERIENCED SIGNIFICANT LOCAL CURRENCY DEVALUATIONS SINCE SUBMISSION OF THEIR GOING RATE MATERIAL. THESE POSTS SHOULD INCLUDE A DETAILED STATEMENT AND A MINUS AMOUNT ON THEIR INCREASE/DECREASE SUBMISSION.

16. THE SECTION OF THE INCREASE/DECREASE STATEMENT WHICH PROVIDES THE DISTRIBUTION OF COSTS BY AGENCY COULD CONSIST OF THE FOLLOWING COLUMNAR HEADINGS, IF APPLICABLE:

- A. AGENCY
- B. STANDARD SAS-5 DISTRIBUTION (PERSONAL SERVICES)
- C. STANDARD SAS-6 DISTRIBUTION (OTHER OBJECTS)
- C. STANDARD SAS-6 DISTRIBUTION (OTHER OBJECTS)
- D. SPECIAL ITEMS (FOOTNOTE BASIS FOR DISTRIBUTION)
- E. CHANGE IN LEVEL OF SERVICE (TOTALING ZERO)
- F. OFFSETS (EXPLAIN BY FOOTNOTE)
- G. GRAND TOTAL

17. THE GRAND TOTAL OF THE INCREASE/DECREASE STATEMENT WHEN ADDED TO THE AMOUNT APPROVED BY IARS PER PARAGRAPHS

6 AND 8 OF THIS MESSAGE SHOULD EQUAL THE SUM OF THE EMBASSY'S CURRENT SHARED ALLOTMENT PLUS ANTICIPATED ADDITIONAL REQUIREMENTS FOR THE BALANCE OF THE FISCAL YEAR.

18. THAT SECTION OF THE INCREASE/DECREASE STATEMENT ENTITLED ALLOTMENT INCREASES REQUESTED PLUS THE ANTICIPATED REPEAT ANTICIPATED WAGE AND PRICE INCREASES REFLECTED AT THE BEGINNING OF THE INCREASE/DECREASE STATEMENT SHOULD ALSO EQUAL THE SUM OF THE EMBASSY'S CURRENT ALLOTMENT PLUS ADDITIONAL FUNDS NECESSARY FOR THE BALANCE OF THE FISCAL
UNCLASSIFIED

PAGE 06 STATE 076306

YEAR. FOR PURPOSES OF THIS INCREASE/DECREASE STATEMENT ANTICIPATED WAGE AND PRICE INCREASES MAY INCLUDE COSTS WHICH HAVE ALREADY BEEN INCURRED BUT ARE UNFUNDED, I.E. FUNDS FOR A RECENT PRICE INCREASE ARE NOT INCLUDED IN YOUR CURRENT DS-150.

19. THE INCREASE/DECREASE STATEMENT IS DUE IN THE BUREAU NO LATER THAN APRIL 29. RUSH

UNCLASSIFIED

<< END OF DOCUMENT >>

Message Attributes

Automatic Decaptioning: X
Capture Date: 27 JUL 1999
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 15 APR 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974STATE076306
Document Source: ADS
Document Unique ID: 00
Drafter: ARA/MGT/FM:GJKRIEGER:HNB
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Film Number: D740087-0066
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19740483/abbrzcrr.tel
Line Count: 241
Locator: TEXT ON-LINE, TEXT ON MICROFILM
Office: ORIGIN ARA
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 5
Previous Channel Indicators:
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: STATE 042433, 045003, 041455, 022844
Review Action: RELEASED, APPROVED
Review Authority: martinml
Review Comment: n/a
Review Content Flags:
Review Date: 23 MAY 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <23 MAY 2002 by bryansd0>; APPROVED <18 DEC 2002 by martinml>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: <DBA CORRECTED> gwr 971027
Subject: SHARED ADMINISTRATIVE SUPPORT
TAGS: AFSP, JM, AFSP
To: KINGSTON
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005